

BRANCASTER PARISH COUNCIL

BRANCASTER PARISH COUNCIL MEETING MINUTES

Location: Brancaster Village Hall

Time: 18:30

Date: 7th April 2026

Present: Cllr Tom de Winton (TdW) | **Chair**, Cllr Annalisa Dovey (AD) Vice Chair | Cllr Susie Ullswater (SU), Cllr William Gardiner (WG) Cllr Stephen Bocking (SB) Cllr Val Carpenter (VC), Cllr Celia Borthwick (CB), Cllr Tim O'Sullivan (TO'S), Cllr Simon Osborn (SO), Alex Angles(**Minutes**) | **Clerk**,
Members of public: approx. 6

1. **Welcome by the Chair:**

TdW welcomed public and introduced Alex Angles as minute taker. Meeting opened at 18:35

WG & AD notified TdW that they will record the meeting. TdW confirmed with Cllrs and Public, no objections received.

2. **Present and apologies:**

Council resolved to accept apologies from Cllr Briony Bax (BB).

3. **Declarations of Interest and requests for dispensations:**

Council received declaration of pecuniary interest from AD, owner of a business in the harbour with potential to benefit from improvement works.

4. **Public session:**

Council received no comments from the public re upcoming agenda items.

Governance

5.1. Minutes of Previous Meetings:

Council discuss potential to record identification of votes. TdW explained that the request would need to be made before every vote taken.

Council introduced themselves.

Council resolved to approve minutes from PC meeting 3rd March 2026 with amendment raised by SB:

Item 13a Barrow Common Committee meeting update. SB, requested a meeting to be held annually in May.

Proposed SU / seconded WG / unanimous

TdW signs

5.2. Local Government Reorganisation:

Council noted that the three unitary model has been selected for Norfolk: West Norfolk, Greater Norwich, East Norfolk (to include Wells next the sea).

TdW expressed concern for the outstanding debt and his intention to stand for election to the West Norfolk Council.

5.3. Annual Governance & Accountability Return 2025/2026 (AGAR)

5.3.1. Council confirmed:

The appointment of PKF Littlejohn as External Auditor.

AGAR must be confirmed in June meeting.

AGAR to be available for 30 days on council website from 1st July 2026

5.3.2. Council confirmed deadline of Submission: 1st July

5.4. May AGM: To consider requirements and arrangements

5.4.1. Asset & investments list

Council were warned that for no changes in the value of assets for the year 2024-2025 is unexpected.

5.4.2. Revised Budget following year end

Council agreed to re run budget with new software.

5.4.3. Policy updates

Council were advised that 15 policies require updating. The use of standard policies as templates was agreed.

TdW to delegate 1 policy to each Cllr for proof reading.

5.4.4. Election of Chair, vice chair and membership of groups

Council asked to consider & submit suggestions

5.4.5. List of Direct Debits & Standing Orders

Council were advised that no list of regular payments is available at this time.

5.4.6. Review of risk assessment

Council requested update

5.4.7. Review of contracts

Council were advised that no list of contracts or regular payments can be found.

6. Reports Council received reports and updates and considered motions for resolution where indicated

6.1. County Councillor Report: Received today, to be resolved next meeting

6.2. Borough Councillor Report:

Council were advised that Anglian Water has been responsible for poor water quality at Brancaster and Heacham beaches.

6.3. Brancaster Staithe Village Green

6.3.1. Council updated that work to lay matting is complete & grass appears to be growing.

6.3.6. To receive, and consider approving Rural Communities Monitoring Form for receipt of the £5000 grant

Proposed AD / seconded VC / unanimous

Chair signs

6.3.7. To ratify bolting down the matting

Proposed AD / seconded WG / unanimous

6.4. Brancaster Village Hall Overflow Car Park

Council received report that work is due for completion 8th April 2026 and clarified the designated overflow area from standard parking area.

ACTION. TdW requested the Asset group investigate benches for safety and the removal of a waste bin surround.

6.5. AdvantEdge Accounting software

6.5.6. To receive & agree Budget structure & Cost Codes

WG lead council in unanimous thanks to AD for her “excellent” work in setting up AdvantEdge accounting software. TdW requested further information regarding structure of accounts.

Concerns were heard regarding the membership of groups, specifically HR and finance which require expertise to ensure compliance.

Concerns regarding reporting were differed to another meeting to take place online.

6.6. Website migration

Council discussed waiting for previous contract to expire before completing.

Proposed SO / seconded TO'S / unanimous

6.7. Boat Planter at Brancaster Staithe Village Green:

6.7.1. Council discussed proposal at length, concerns regarding watering & other maintenance were heard.

6.7.2. Council agreed to proceed with seeking quotations for initial work and quotation for regular maintenance. AD to request quotes.

Proposed VC / seconded AD / 5 in favour 3 against 1 abstained / motion carried

6.8. **Hard repairs** – Council received a verbal update. National Trust did not submit a 2nd quote as expected. Due to high initial quote, council agreed to ask A McGinn to submit a tender for work.

6.9. **Car park passes** – Council received a verbal update. 40 additional applications since 2025. Whitley press will be printing striped passes in order to be distinctive from RWNGC passes. CD volunteered to assist with mailing.

6.6. **NCC Traffic Regulation re consultation:** Council discussed briefly and have no comments for NCC at this time.

6.7. **Brancaster Commons Committee:** Council received update. Attendance was low but quorum was achieved. No representative from Natural England was available to attend the meeting. The start time for meetings may need clarification / improved communication. TdW expressed his desire for all aspects that impact village green be brought to council.

6.6. **Flood Signs:** update: Council receive update that signs appear to be working properly now and thanked SU for her work.

6.7. **Any Other Cllr Reports & updates:** Restorative Justice update offered and deferred to later in this meeting.

6.8. WG asked about recent fires. SB reassured council that recent fires were managed in accordance with legislation and safety authorities were notified prior to commencement.

7. Finance

7.1. Backdated Finance Reports

7.1.1. Monthly Reconciliation: Council received report. TdW requested approval.

*Proposed SO / seconded AD / unanimous
chair signed*

7.1.2. Quarterly Reports: Council received reports Q1,Q2,Q3. TdW requested approval.

*Proposed TO'S / seconded CB / unanimous
chair signed*

7.2. End of Month Finance Report: End of March 2026

7.2.1. Council noted account balances: current acc: £12,274.16
 savings acc: £194,700.76

7.2.2. Council were informed that transfer of accounts from Barclays to Unity is complete. Concerns were heard regarding access to accounts, financial "safety" and optimal interest rates. Council were advised that any changes would be better made post budget. Council voted to approve reconciliation of accounts Eo March 2026.

*Proposed AD / seconded TO'S / unanimous
chair signed*

7.2.3. Council received End of March 2026 Payments report.

7.2.3.1. Council discussed ratifying payments. TdW & AD confirmed service list.
£32587.67 total.

*Proposed SO / seconded VC / unanimous
chair signed*

7.2.3.2. Council received confirmation that payments list is accurate and voted to approve payments made and approved upcoming expenditure.

*Proposed CB / seconded VC / unanimous
chair signed*

7.3. **End of Quarter Report | Q4:** Council acknowledged receipt

7.4. **End of Year Report | 2025-2026:** Council acknowledged receipt

7.5. Backdated Finance Reports

7.5.1. **Monthly Reconciliations: To receive April 2025 – February 2026** Council acknowledged receipt

7.5.2. **Quarterly Reports Q1,Q2,Q3:** Council acknowledged receipt

7.6. **Grant Requests:** None

8. Planning

8.1. Delegated Planning Decisions: None.

8.2. Planning Applications: Council received and considered the following planning applications:

8.2.8.26/00230/F: Householder - Front and side extension. Garage conversion and link way between the two. at Mill Bank 6 Saw Mill Road Brancaster: <http://online.west-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T9ZCUEIVOJB00>

No opposition

8.2.8.26/00524/F | HOUSEHOLDER: Extension and alterations at 12 Roman Way Brancaster | <http://online.west-norfolk.gov.uk/online-applications/applicationDetails>

No opposition

8.2.9.a. 26/00360/F; Householder: 12m x 5m swimming pool. 1.2 - 1.8m depth. at First Staithe Field Main Road Brancaster Staithe <http://online.west-norfolk.gov.uk/online-applications/applicationDetails>

Council note that English Heritage "don't like" this application but pose no opposition

8.2.10.b. c. 26/00418/F HOUSEHOLDER: Alterations to garage at Redshanks Whiteway Road Burnham Deepdale <http://online.west-norfolk.gov.uk/online-applications/applicationDetails>

Council discussed the application at length and noted the following points

- negative response from Highways.
- Creation of new dwelling
- structural change of wall from clunch to cobble.

Objection unanimous

9. **Assets** Council received updates and considered the following suggestions and actions.

9.1. **Playground:** Council considered repeat ordering playground inspection form The Play Inspection Company

Proposed WG / seconded TO'S / unanimous

9.2. **Cemetery Railings** Council received verbal update: Assistance is required to clear brambles from area around Dormy House. TdW offered to assist with discussion with home owners.

9.3. **Restorative Justice** – Council received verbal update and voted to approve expense of hiring a road traffic cleaner (approx £20)

Proposed CB / seconded AD / unanimous

9.4. **Deepdale Bus Shelter:** Council received verbal update and discussed concerns regarding Treating / painting.

Assets group to proposed colour option short list.

9.5. Pétanque Court Bench: Council ratified location agreed by Asset Group

9.6. Village Signs: Motion to Paint/Treat (WG)

Council requested that Asset group obtain quotes and find out if this work can be carried out by Restorative Justice.

10. HR

10.1. Council received further explanations regarding SLCC wage appraisal following new quote £300 and agreed to compare with other local councils.

Proposed WG / seconded TO'S / unanimous

10.2. Council considered job advert and description for publication and voted to approve, pending wage appraisal from SLCC (see 10.1)

Proposed VC / seconded CB / unanimous

11. Council motioned to move discussion of Locum appointment to private session due to GDPR

Proposed SU / seconded CB / unanimous

12. Correspondence

12.1.Parishoner: Problems with selling shared ownership houses

Council discussed and were sympathetic to home owner but are unable to assist. VC would like to discuss the matter further with this and other affected home owners, Borough Council and Housing Association.

*Proposed AD / seconded CB / unanimous
VC will report findings to Council*

12.2.Parishoner: Request for PC to apply for PROW

Council discussed at length and are unwilling to intervene at this time.

12.3.Ramblers Association: Request to Parishes to carry out a footpath audit

Council discussed and concluded that the ramblers association have more knowledge and expertise to carry out this audit.

12.4.Letter to Parishes on Transport options

Council discussed and voted to include information in parish news

Proposed AD / seconded WG / unanimous

SO excused from remainder of meeting at 20:30

13. Public Session: TdW thanked the public for their patience throughout this longer than usual meeting. Member of the public praised the Council for their public service.
TdW concluded the meeting at 20:40

14. Meeting dates: Council confirmed next meeting date: 5th MAY (AGM)

Proposed AD / seconded CB / unanimous

15. Public Session: Council were asked to consider a better process for defibrillator maintenance at the next meeting.

Private session: TdW closed the meeting to the public.

PS. 01. To Consider Locum Arrangements

LCC ts& Cs

Council received an update regarding application for Clerk Locum position: 1 applicant from LCC. 10 hours work per week is required until a permanent Clerk can be recruited.

Council agreed to:

- Attempt to negotiate the proposed fees,
- If fees are non negotiable, to reduce the number of hours worked per week to 5.
- Post the advert for permanent position as a matter of urgency
- Set deadline for application for locum and permanent clerk position to 1st May.
- Accept LCCs Ts&Cs

Proposed TdW / seconded AD / unanimous